



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
**JOINT FORCE HEADQUARTERS**  
3650 SAYLORS POND ROAD  
FORT DIX, NEW JERSEY 08640-5606

**ARMY BULLETIN NO. 18**

**28 April 2006**

**TRAINING OF FOOD SERVICE PERSONNEL (G4 - FST)**

1. References;

- a. DA PAM 30-22, dated 30 Aug 02.
- b. TB-MED 530, 30 Oct 02.

2. Unit Commanders at all levels are responsible to ensure that Food Service Officers and food service personnel are properly trained. Parent level unit S-4, will utilize the following referenced paragraphs of DA PAM 30-22, to develop required periods of instruction. Training will be conducted by parent level S4 and organic unit food service personnel, NLT thirty (30) days after date of appointment for individuals designated as Food Service Officers or date of assignment as food service personnel:

- a. Cash collection procedures, paragraph 3-27.
- b. Cash turn-in procedures, paragraph 3-34.
- c. Annual validation of DD Form 1544 Cash Meal Payment Sheet, paragraph 3-35.
- d. Food Service Officer, paragraph 3-36.
- e. Alternative cash book control personnel, paragraph 3-37.
- f. Reserve Component Subsistence System, paragraph 3-42.
- g. Procedures for obtaining subsistence from commercial sources, paragraph 3-58.
- h. Food service equipment requisitioning, paragraph 3-63.
- i. Philip A. Connelly Award, paragraph 3-65.

3. Corresponding period of instruction concerning sanitation practices and sanitation certificates will also be conducted for Food Service Officers and food service personnel in accordance with paragraph 2-18, TB MED 530.

4. A written Memorandum for Record will be maintained on file by the parent unit, with copy of formal periods of instruction and signed attendance rosters, validating that subject training has been accomplished.

5. POC for additional information is CW2 John S. Garrison, G-4 FST, (609) 562-0281.

OFFICIAL:

A handwritten signature in dark ink, appearing to read "Stephen J. Hines", written over a light gray circular stamp.

STEPHEN J. HINES  
COL, GS, NJARNG  
Chief of Staff

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General

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